
Commission on African-American Affairs

Agency: 119

Audit Report:	2003 Statewide Accountability Report
Finding Number:	03-45
Finding:	The Washington State Commission on African-American Affairs does not have adequate internal controls over its disbursements, which resulted in a loss of at least \$5,857.
Resolution/Status:	<p>To address the conditions noted in the finding, the Commission took the following corrective actions:</p> <ul style="list-style-type: none">≠# Telephone Charges: New controls have been instituted and the Commission telephone system has been modified to block untraceable long-distance telephone calls. The Commission telephone system no longer allows chargeable long distance calls to be placed without an authorized long-distance code. All long-distance calls charged to the Commission must be placed through the state's phone system.≠# Supplies and Purchased Items: The Commission shares office and storage space with four other small state agencies. Given these limitations, reasonable controls over purchased items and supplies have been instituted, including (a) separately identifiable storage space for non-shared consumable supplies, (b) a policy that all Commission purchases must be approved by the executive director prior to payment or reimbursement; (c) clear, visible, inventory labeling of Commission valuables that are likely to be misappropriated or mistakenly removed by others, and (d) construction of a reception area at the office entryway, if feasible, to create a barrier limiting access of non-agency personnel to storage areas of the Commission's purchased items and supplies. Items (a), (b) and (c) have been completed. The cost feasibility of the joint reception area, item (d), was completed in July 2004.≠# Tuition Reimbursement: The executive director has reviewed WAC 356-39-100 and has, consistent with section 356-39-100, instituted a policy that tuition reimbursement for Commission employees will require (a) written approval by the executive director prior to commencement of the qualified course, and (b) written documentation of satisfactory course completion prior to tuition reimbursement being paid by the Commission, unless good cause is shown for prepaying an employee's tuition or registration fees. If the Commission prepays tuition or fees, satisfactory completion of the course by the employee within a reasonable time period remains required. <p>A letter from the Commission was sent to the former employee seeking clarification of the terms of the spring 2001 tuition reimbursement. The former employee has provided satisfactory documentation to resolve this matter. The former employee suffered a death in the family that prevented completion of four of the eight credits for the course in question. The former employee is completing the coursework as agreed.</p> <p>The executive director is reviewing, refining and updating all Commission internal policies. Consistent adherence to these policies, in addition to the actions outlined above, will provide reasonable assurance that misappropriation will be minimized and will ensure compliance with state regulations.</p>
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